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4. End of Month Processing

The main processing for End of Month was designed to run on a server. The application interface does not require interaction from a user. However, there are two exceptions that will require acknowledgement. 1) If the application is started again while it is currently running a message will be issued stating that another instance of the application is already running. 2) If the database table `Currently_Executing` shows a process that is in conflict with End of Month a message will be displayed. The message will display the process name that conflicts with End of Month. For example, the End of Day process applies bank paid/rejected information to food instruments, which End of Month processes uses for monthly reporting, therefore the two processes must not run simultaneously.

The End of Month administrator controls when End of Month will execute using Schedule Job Administration described in Chapter 8 – Schedule Job Administration. and Windows Task Scheduler. When the administrator adds End of Month to the schedule, the database table `Scheduled_Job_Control` is updated indicating that End of Month is scheduled. This does not actually invoke End of Month to run. End of Month must be scheduled through Window Task Scheduler or some other form of automated scheduler or manually invoked. When invoked, End of Month reads `Scheduled_Job_Control` as the first step before proceeding. If the table indicates scheduled, then processing continues; otherwise, End of Month immediately terminates successfully. This feature provides for the flexibility of keeping End of Month on an automated scheduler to run each day without the need to alter the schedule. It is the `Scheduled_Job_Control` table maintained by the End of Month administrator that determines when the processing actually takes place for the month.

The End of Month processing consists of required and optional processes. State business rules control which processes are applicable to the state. Only the processes applicable to the state will be executed.

The End of Month Processes function allows the user to run processes necessary to close end of month data and generate required data for end of month reporting. This application also allows the user to generate reports during the End of Month Processes. The application is invoked by using the Windows System Task Scheduler in conjunction with the Schedule Job Administration application. For more information on the Windows System Task Scheduler please refer to the Windows Task Scheduler Help for End of Month.doc technical documentation or your Windows Operating System documentation. For more information on the Schedule Job Administration application, please refer to Chapter 09 - Schedule Job Administration.doc. In special circumstances, End of Month will be manually launched by double clicking the End of Month desktop icon.

Note: End of Month should never processes while users are accessing the system. Covansys recommends setting the start time for end of month processing anytime after the clinic closes, over a weekend and no later than 11:59pm in the evening.

4.1 End of Month Processing

The End of Month Processes application allows the user to close out monthly data and accumulate caseload counts as well as generate required and optional reports needed for monthly reporting. All processes as they run are written to a End of Month log file that can be viewed by the user by using the Schedule Job Administration application.

The End of Month Processing dialog is refreshed after each process to monitor progress. If a process is applicable for your state, it will be visible under the Build Tables section of the End of Month Processing window. Otherwise, it will not be visible.

This is the main interface window. When a process is started, the checkbox will be highlighted and when the process is complete, the checkbox will be checked. The following clip is only the first page of End of Month processes.

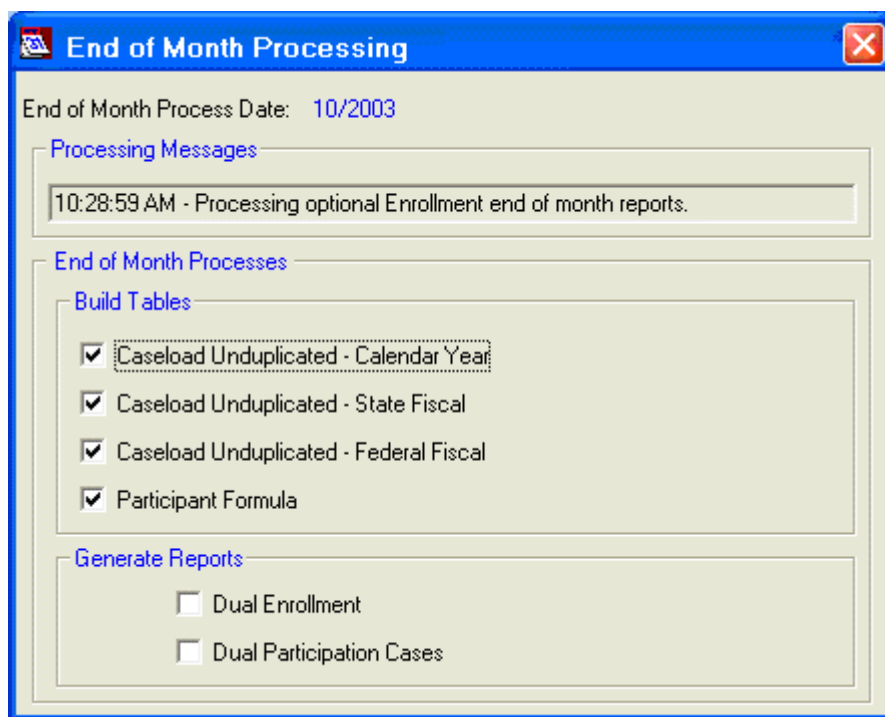


Figure 1 – End of Month Processing

4.1.1 Controls

This section describes the behavior of the controls on the End of Month Processing dialog. The End of Month Processing dialog is initially displayed minimized. It can be maximized by double clicking the title bar of the minimized window. There may be a long delay before the window is maximized if initiated while End of Month is building a table or processing a long running report.

4.1.1.1.1 Processing Messages

This control allows the user to view the messages that are created during End of Month Processing. The control will be disabled when the End of Month Processing dialog is presented. The control will display the process progress messages, with the time in the format of XX:XX:XX.AM/PM. The messages that will display are determined by the progress of end of month and the state business rules that are applicable for your state.

4.1.2 Processing

This section describes the processes (navigation) that take place as a result of the actions taken on the End of Month Processing dialog.

4.1.2.1 *Validation of Required Settings Logged messages*

The following is a list of “unexpected critical” error messages that could be displayed during End of Month. These messages are task related and are written to the End of Month log file:

If the ProcessControl table is corrupted or empty a system message is written to the log file with the message text, “Process_Control_ID on table ProcessControl is missing or invalid. The system was unable to advance end of month dates. Please contact technical support for assistance.”

If Process_Control_ID exists, but the Next_Month_End_Dt or the Current_Month_End_Dt values are missing, a system message is written to the log file with the message text, "The system was unable to retrieve end of month dates from the process control table. Please contact technical support for assistance."

If the system registry has been updated or corrupted, a system message is written to the log file with the message text, "The system was unable to retrieve the end of month reports file folder name from the registry. Please contact technical support for assistance."

If the WICMEReports folder has been renamed or deleted, a system message is written to the log file with the message text, "The end of month report folder is missing. Please contact technical support for assistance."

4.1.2.2 *Processing*

The End of Month Processing includes:

Rolling the Process Control Table Dates

Build Tables

Reported Participation Data

Enrollment Participation Data

Rebate Items

Vendor High Risk

Caseload Unduplicated - Calendar Year

Caseload Unduplicated - State Fiscal

Caseload Unduplicated - Federal Fiscal

Dual Enrollment - Enrolled and Participation

Participant Formula

CaseLoad Management Projection

FI Redemption Reconciliation

Generate Financial Reports

WIC Food Obligations and Expenditures

Average Cost Per Food Instrument Type

Food Instrument Redemption Summary

Food Instruments Redeemed Early

Food Instruments Redeemed Late

Supplier Rebate

Obligation Value for Outstanding FIs Issued

FMNP Food Expenditures

Generate High Risk Reports

Food Instruments Redeemed within \$5.00 of the Maximum Allowed Report

Food Instruments Redeemed within 85% of the Maximum Allowed Report

Vendors Whose Food Average Package Cost is More Than 10% Above Peer Group Average Report

Percent of Increase in Food Instruments Over Previous Month's
Redemptions Report

Create Files

Create CDC Pregnancy File

Create CDC Pediatric File

Create External Dual Participation File for Oklahoma

Generate Optional Caseload Reports

MIS - Redeemed Participation Monthly

MIS - Reported Participation Monthly

MIS - Reported Participant High-Risk Outreach

MIS - Redeemed Food Instruments/Expenditures

MIS - Participation Processing Statistics

MIS - Enrollment Monthly

MIS - Unduplicated Enrollment-Yearly (Calendar Year)

MIS - Unduplicated Enrollment-Yearly (State Fiscal Year)

MIS - Unduplicated Enrollment-Yearly (Federal Fiscal Year)

MIS - Enrollment Unduplicated – Yearly

MIS - Reported Participation Unduplicated – Yearly

MIS - Redeemed Participation Unduplicated – Yearly

MIS - Redeemed Participation Priority Summary

MIS - Redeemed Participation High Risk Priority Goal

MIS - Estimated Eligible Comparison Reported Participation

MIS - Enrollees by Age and Race/Ethnicity

MIS - Caseload Management Projection System Report

MIS - Food Instrument Package Cost

Generate Optional Nutrition Reports

Formula Compliance

Generate Optional Enrollment Reports

Dual Enrollment

Dual Participation Cases

Generate Optional Food Instrument Reports

List of Items Paid Without Issuance

Voided/Stolen and Cashed Exceptions

Generate Optional Operation Reports

Migrant Enrollment

Non-Participation Reason by Category

Formula Supplementation of Breastfed Infants

Breastfeeding Certification Periods

Food Prescriptions

Special Formula

Participant Insurance Type

Medicaid Adjunctive Eligibility

Generate Optional Financial Reports

Food Instruments Rejected for Payment

Generate Optional Vendor Reports

High Cost Vendor Summary by Food Instrument Type

High Cost Vendor Summary by Vendor

High Cost Food Instrument Report

Low Variance Vendor Summary

Large Number of FI Rdmd Outside of Area

Redemption Twenty Percent Change

Small Volume Vendors < Than 25 Participants per Month

Log Progress to the End of Month Log File

4.1.2.3 Validation of Windows Close “X” Button

If the user attempts to cancel the End of Month process before it has completed, a system message is displayed with the message text, “Do you want to terminate the End of Month Process? Terminating the End of Month Process at this time will result in corrupted data. It is recommended that you allow End of Month to finish to completion.” If ‘Yes’ is selected the End of Month Processing Application is terminated with an abnormal ending. If ‘No’ is selected End of Month continues Processing.

4.1.2.4 Required Processes

Required Processes must execute each month without error. They create End of Month tables that are used by subsequent processing and reporting. Any errors must be corrected before another End of Month can be scheduled to run.

The following is a list of the required processes available in End of Month. As noted, there is a state business rule for each process so all processes may not be applicable to the state. The names shown below are used in user display messages and log messages.

CASELOAD COUNT

CASELOAD ENROLLMENT

CASELOAD REBATEITEMS

VENDOR HIGHRISK DATA

CASELOAD COUNT UNDUP

DUAL ENROLLMENT

PARTICIPANT FORMULA

REDEMPTION RECONCILIATION

CASELOAD PROJECTION

CDC FILES

EXTERNAL DUAL PARTICIPATION FILE

FINANCIAL REPORTS

HIGHRISK REPORTS

4.1.2.5 Optional Processes

Optional Processes consists of generating optional reports at this time. The 'Required' processes precede all 'Optional' processes. The optional reports can run outside End of Month on demand at any time after End of Month has completed. They are included in End of Month for convenience so each report does not have to be invoked manually one at a time. They are grouped in report type categories and each category has a state business rule indicating if the category is applicable to the state. It is recommended that you save the reports you choose to run manually as PDF report files and store a copy with the required end of month PDF report files for backup.

If a report in the category has an error, processing stops for the report category and no additional reports are processed for the category. The optional process or report category is logged for restart. If there are optional processes that follow the group that had an error, processing will continue with the next group. If subsequent optional processes have an error they will not be logged for restart. They will be logged only to the scheduled job log with processing continuing to the next optional group.

Only the first optional process with errors is logged for restart. The End of Month Administrator is presented with the following options in the Schedule Job Administration application-> WIC End of Month Administration-> Add to Schedule.

Schedule a restart beginning with the first optional process that had an error. This will process the group that had the error and also continue processing all optional groups that follow in processing order regardless if they ran successfully or had errors.

The following is a list of the optional processes available in End of Month. As noted, there is a state business rule for each process so all processes may not be applicable for your state. The names shown below are used in user display messages and log messages.

OPTIONAL CASELOAD REPORTS

OPTIONAL NUTRITION REPORTS

OPTIONAL ENROLLMENT REPORTS

OPTIONAL FOOD INSTRUMENT REPORTS

OPTIONAL OPERATION REPORTS

OPTIONAL FINANCIAL REPORTS

OPTIONAL VENDOR REPORTS

4.1.2.6 Process CDC Files

The CDC Pediatric file will be created every month. The CDC Pregnancy file will be created quarterly two months after each quarter end. For the quarter end of March, it will run in May; for the quarter end of June, it will run in August; for the quarter end of September, it will run in November; for the quarter end of December, it will run in February.

CDC files will be placed in the following folders on the server where the End of Month application is run:

C:\WICCDCFiles

Subfolders:

Pediatric

Pregnancy

The Pediatric CDC file naming convention is:

State Abbreviation/PED/YYMM (i.e.NMPED0410)

The Pregnancy CDC file naming convention is:

State Abbreviation/PNS/YYMM (i.e. NMPNS0308)

Once the files are sent (via EOD Processing) they are placed in the C:\WICCDCFiles\Sent\ folder.

4.1.2.7 Process External Dual Participation Files

This process must not be confused with the internal Dual Participation and Dual Enrollment processing.

This process is applicable for your state if the State Business Rule EOD_EXTERNALDUALPARTICIPATION = 'Y'. This file is generated to send to an external agency to compare dual participation across multiple WIC programs outside of the WIC program that is generating the file.

This External Dual Participation file is generated each month during the End of Month processing and placed in the \\<STATECODE>EOD ExtDualPart\ directory. The flat file will be exported for the Tribal Agency.

The file consists of all members issued a food instrument for the month and is in the format provided by SPIRIT. The file naming convention is <STATECODE>#####.TXT

The External Dual Participation files will be placed in the following folders on the server where the End of Month application is run:

C:\<STATECODE>EOD ExtDualPart

Once the files are sent (via EOD Processing) they are placed in the C:\<STATECODE>EOD ExtDualPart\Sent\ folder.

4.1.2.8 Saving End of Month Reports (PDF)

The reports generated during the End of Month Process will be saved in Adobe Acrobat PDF format in the C:\WICMEReports\CCYYMM\SubFolderName folder for each category of reports on the server where End of Month Processing is run.

The Sub Folders will include the following:

FINANCIAL REPORTS

HIGHRISK REPORTS

OPTIONAL CASELOAD REPORTS

OPTIONAL NUTRITION REPORTS

OPTIONAL ENROLLMENT REPORTS

OPTIONAL FOODINSTRUMENT REPORTS

OPTIONAL OPERATION REPORTS

OPTIONAL FINANCIAL REPORTS

OPTIONAL VENDOR REPORTS

For example, for the End of Month Process for August 2003, the 200308 required Financial Reports will be saved in the C:\WICMEReports\200308\FINANCIAL REPORTS folder.

4.1.2.9 Completion of End of Month

Upon completion of End of Month Processing, regardless of how it completed (successfully or unsuccessfully), the WIC Job Interrogator application will automatically run and set the Scheduled column of the Scheduled_Job_Control table to 'N' (unscheduled). Interrogator notifies the End of Month administrator via email of the completion status.

If there were errors, the End of Month administrator will need to work with technical support to correct the data before attempting to add end of month to the schedule. In all cases, normal schedule, rerun and restart, the End of Month administrator must use the Schedule Job Administrator->WIC End of Month Administration-> Add to Schedule to schedule the next End of Month.

4.2 End of Month State Business Rules

The processes that take place during End of Month Processing are determined by the business rules defined for your State. If the Value = 'Y', the process will run, otherwise it will not.

The following is the list of State Business Rules and Descriptions for End of Month Processing from the StateBusinessRules table:

State Business Rule	Description
MONTHEND_INCL_BANK_RECON	Include Bank Reconciliation Processing
MONTHEND_INCL_CASELOADCOUNTS	Include Caseload tables in end of month processing
MONTHEND_INCL_CASELOADPROJECTION_TBL	Include Caseload Projection processing in End of Month
MONTHEND_INCL_CASELOADUNDUP_TBLS	Include Caseload Unduplicated tables in end of month processing
MONTHEND_INCL_CASELOAD_RPTS	Include Caseload reports
MONTHEND_INCL_CDC_FILES	Include CDC files in End of Month
MONTHEND_INCL_DUALENROLLMENT_TBLS	Include Dual Enrollment processing in end of month
MONTHEND_INCL_ENROLLMENT_RPTS	Include Enrollment Reports
MONTHEND_INCL_FINANCIAL_RPTS	Include Financial reports in end of month processing
MONTHEND_INCL_FOODINSTRUMENT_RPTS	Include Food Instrument Reports
MONTHEND_INCL_HIGHRISK_DATA	Include High Risk end of month processing
MONTHEND_INCL_HIGHRISK_RPTS	Include High Risk reports in end of month

State Business Rule	Description
	processing.
MONTHEND_INCL_NUTRITION_RPTS	Include Nutrition Reports
MONTHEND_INCL_OPERATION_RPTS	Include Operation Reports
MONTHEND_INCL_OPT_CASELOAD_RPTS	End of Month Option to Include Caseload Reports
MONTHEND_INCL_OPT_ENROLLMENT_RPTS	End of Month Option to Include Enrollment Reports
MONTHEND_INCL_OPT_FINANCIAL_RPTS	End of Month Option to Include Financial Reports
MONTHEND_INCL_OPT_FOODINSTRUMENT_RPTS	End of Month Option to Include Food Instrument Reports
MONTHEND_INCL_OPT_HIGHRISK_RPTS	End of Month Option to Include High Risk Reports
MONTHEND_INCL_OPT_NUTRITION_RPTS	End of Month Option to Include Nutrition Reports
MONTHEND_INCL_OPT_OPERATION_RPTS	End of Month Option to Include Operation Reports
MONTHEND_INCL_OPT_VENDOR_RPTS	End of Month Option to Include Vendor Reports
MONTHEND_INCL_PARTICIPANTFORMULA_TBL	Include Participant Formula processing in end of month
MONTHEND_INCL_REDEMPRECON_TBL	Include Redemption Reconciliation table in End of Month